


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Seattle, WA		2. POSITION NUMBER <b>00017128</b>	
CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation					
4. Supervisor's Recommendation	Environmental Scientist	GS	1301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Lisa Jacobsen			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 10		g.			
c. Office of Water and Watersheds		h. Employing Office Location Seattle, WA			
d. Drinking Water Unit		i. Organization Code 91033009			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Marie Jennings, Drinking Water Unit		d. Typed Name and Title of Second-Level Supervisor Mike Bussell, Director, Office of Water and Watersheds			
b. Signature 		c. Date 5-7-10		e. Signature 	
				f. Date 5-7-10	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 		j. Date 5-11-10
REMARKS					

## **INSTRUCTIONS**

### **I. ITEMS**

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

### **II. ADDITIONAL INSTRUCTIONS**

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

### **III. DISTRIBUTION**

Original to official position description file in the Human Resources Office.  
Copy to Official Personnel Folder (OPF)  
Copy to Employee

**POSITION DESCRIPTION**  
**Environmental Scientist-GS-1301-13**

**BACKGROUND:** The Drinking Water Unit within the Office of Water and Watersheds, assures safe public drinking water for all the people of Region 10, supports State, Federal and Tribal source water protection efforts and oversees a number of protection programs such as: 1) Public Water System Supervision (PWSS), 2) Drinking Water State Revolving Fund, 3) Operator Certification, and 4) Capacity Development programs in delegated States in Region 10. The Drinking Water Unit is also directly responsible for implementing the Safe Drinking Water Act (SDWA) regulations on all Indian lands in Region 10 since none of the Tribes have primacy for the program. The incumbent would manage the implementation of the Public Water Supervision Supply program on Tribal lands.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. **Manage the Region 10 Tribal Public Water Supervision Supply Program -** The primary components of a State or Tribal PWSS program are: 1) the adoption of EPA drinking water regulations on behalf of the Tribes; 2) the development and maintenance of an inventory of public water systems for all of the Region 10 Tribes; 3) the development and maintenance of a database housing compliance information on public water systems; 4) the conduct of sanitary surveys on the public water systems; 5) the review of public water system plans and specifications; 6) the provision of technical assistance to system managers and operators; 7) a program to ensure that the public water systems keep their consumers informed about the quality of the water they are providing; 8) the certification of laboratories that are allowed to perform the analysis of drinking water that will be used to determine compliance with the drinking water regulations; and 9) the conduct of an enforcement program to ensure that the public water systems comply with all of the requirements. The incumbent is expected to ensure that the 9 components described above are in place and to inform senior management regarding any issues. Incumbent is expected to work directly with EPA HQ's, Tribal leaders/Sovereign nations and other agencies to negotiate national measures for the Tribal program and to ensure that the populations served by Tribal community water systems are receiving drinking water that meets all applicable health-based drinking water standards.
2. **Design and Complete the Development of the database housing compliance information on public water systems -** Incumbent is expected to design and ensure that the database housing the compliance data for all of the Tribes in Region 10 is consistent with the drinking water regulations and the agency is able to generate compliance reports for the Tribes. Incumbent is also expected to work with the data manager, EPA headquarters and Tribes to ensure that appropriate database modifications are made as needed to incorporate the new regulations and that the database meets the needs of the users.
3. **Lead for Enforcement Determinations -** Since the Region is the primary enforcement authority for Tribal public water systems, the incumbent is required to provide leadership in determining when to enforce against Tribal water systems which do not comply with federal

drinking water regulations. Incumbent is expected to exercise a great deal of judgment and discretion in determining when to take an enforcement action instead of using compliance assistance, since a formal enforcement action is taken as a last measure. Incumbent is expected to provide technical assistance and work with circuit rider resources provided through funding mechanisms to help Tribal systems return to compliance. Responsible for negotiating enforcement strategic targets with senior management at EPA's Office of Compliance and Assistance.

**4. Program/Project Management of Tribal Drinking Water Construction Projects –**

- Expected to provide advice and assistance to the Tribes on matters relating to the development, execution, and monitoring of adequate drinking water policies, plans, and programs. Using established EPA protocols, review, analyze, and recommend modifications of routine projects or portions of complex plans, and/or programs developed by Tribal government entities to implement various provisions of the SDWA. Develop and analyze data and prepares reports relating to the responsiveness of implementation plans for State, local and/or Tribal drinking water programs.
- Serve as rule manager for one or more National Primary Drinking Water Rules or technical liaison on drinking water programs that include controversial characteristics such as conflicting program goals and requirements. Review, analyze, and recommend actions to ensure local and/or tribal utility compliance with SDWA. Develop and analyze data and prepare reports relating to the responsiveness of implementation plans for Tribal drinking water protection programs.
- As rule manager, serve as a technical authority in providing expert advice and assistance to Tribal governments on matters relating to the development, execution and monitoring of the most complex and politically sensitive drinking water policies, plans, and programs. Develop and/or analyze proposals for new or revised drinking water protection regulations and determine their impact on public health.
- Additionally, respond to inquiries from congressional representatives and the general public concerning the interpretation and application of new plans and policies designed to meet program objectives.

**5. Work Assignment Manager/Project Officer Duties -** Exercises management responsibilities for grants, interagency agreements or contracts. Responsible for all activities related to the initiation, administration, and/or close-out of grants, interagency agreements or contracts. Responsible for monitoring performance and providing technical expertise in the resolution of audit issues and disputes. Participates in national work-groups involved in the development of agency-wide grants /contract program policies to resolve national program problems. Manages a variety of highly complex and typically long-term grants/IAGs or contracts, entailing the coordination of efforts and the resolution of conflicting and controversial high profile issues with a number of parties both within and outside the agency.

Additionally, may serve as a Work Assignment Manager (WAM), who monitors a specific portion of work under a contract for cost-reimbursable, level-of-effort contracts.

**Knowledge Required by the Position Level 1-8, 1550 Points**

- Mastery of specialty areas in the environmental science field encompassed by the position sufficient to apply new developments and theories to critical and novel problems; extend and modify approaches, precedents, and methods to solve a variety of scientific technical problems.
- Knowledge and skill to provide of technical assistance to system managers and operators to ensure that the public water systems keep their consumers informed about the quality of the water they are providing;
- Expert knowledge of current federal and state statutes (e.g. the Safe Drinking Water Act and Clean Air Act), program regulations, court decisions, national and regional policy and guidance, and an ability to keep current with changes and new developments in applicable federal environmental statutes and regulations.
- Knowledge should be sufficient enough to provide expert advice to tribes regarding new technologies for water system operators to meet the new arsenic standards and to ensure that the public water systems keep their consumers informed about the quality of the water they are providing;
- Thorough knowledge of federal, state and local regulations, policies, and procedures applicable to drinking water and administration of the public water system supervision program so to provide leadership in determining when to enforce against Tribal water systems which do not comply with federal drinking water regulations.
- Extensive knowledge of the Safe Drinking Water Act; including the Total Coliform Rule, the Lead & Copper Rule, the Surface Water Treatment Rules and the Disinfectant Byproducts Rules, etc to serve as rule manager for one or more National Primary Drinking Water Rules or technical liaison on drinking water programs that include controversial characteristics such as conflicting program goals and requirements
- Knowledge of field and laboratory sampling methodologies and instrumentation for detection and quantification of drinking water contaminants.
- Extensive knowledge of water supply facilities and practices, and their application to public health protection to provide advice and assistance to the Tribes on matters relating to the development, execution, and monitoring of adequate drinking water policies, plans, and programs.
- Demonstrated ability to independently plan, organize, conduct, and carry projects through to completion.

- Expert knowledge of data management systems and procedures used by the Environmental Protection Agency to manage the Drinking Water Program.
- Ability to effectively communicate orally and in writing, and the ability to work constructive with others representing a range of interests and perspectives.

#### **Supervisory Controls Level 2-4 - 450 Points**

The supervisor establishes overall objectives and resources available. The supervisor and environmental scientist jointly develop projects, priorities and deadlines for the Tribal program. environmental scientist independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is accepted as being technically authoritative and is reviewed for such matters as fulfillment of objectives, effect on overall operations, and contributions to program efforts. Recommendations are typically adopted, and evaluated only for such things as availability of funds and other resources, broad program goals, and national priorities. Incumbent is solely responsible for working with EPA Headquarters to determine what national measures can be achieved in the Tribal program and report the results to manager and independently working with contracted resources to ensure that the 9 components required for an effective Tribal program are adequate from year to year. This requires a mastery of a majority of the drinking water rules and outstanding relationships with Tribal leaders and drinking water system managers.

#### **GUIDELINES, Level 3-4 - 450 Points**

Technical, regulatory, and policy guidelines are often broad and nonspecific. The engineer/environmental scientist is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable. This is particularly true in terms of judging new technologies designed to help water systems meet some of the new drinking water standards. Additionally, a number of drinking water regulatory requirements didn't account for a variety of field conditions; where expert judgment is needed in order to determine how to comply. Incumbent is expected to be able to resolve some managerial/technical conflicts in the absence of any guidance or direction.

The engineer/environmental scientist establishes and maintains a ready reference file and a close liaison with nationally recognized drinking water treatment experts to keep abreast of the latest research and development of techniques to control drinking water related health hazards.

#### **COMPLEXITY, Level 4-5 - 325 Points**

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between engineering and management

requirements. For example, there may be a variety of geological or hydrogeological constraints that prevent the implementation of a number of the detailed drinking water requirements such as making sure that the adequate number of sampling locations have been selected in order to comply with the Disinfectants By-Products Rule. The engineer/environmental scientist is expected to use their judgment and knowledge of drinking water systems in order to devise alternative ways of meeting drinking water standards.

The work requires originating innovative engineering techniques, especially in terms of helping Tribal systems meet the arsenic drinking water standard. There are a number of national research projects underway to develop new technologies to meet the arsenic standards. The engineer/environmental scientist is expected to keep abreast of these new technologies and resolve arsenic implementation problems with the Tribal drinking water systems.

Incumbent is expected to use expert knowledge of drinking water systems to ensure that EPA funds expended on the construction of Tribal drinking water systems are appropriately spent and the systems are designed to ensure compliance with the drinking water rules. If system designs are in any way inadequate, incumbent is expected to recommend a corrective course of action and resolve any conflict along the way. Incumbent is also expected to be able to resolve conflict almost without management intervention in order to keep construction projects on schedule.

Additionally, incumbent is expected to meet with Tribal leaders to resolve complex enforcement issues that are politically sensitive and which threaten public health.

#### **SCOPE AND EFFECT, Level 5-4 - 225 Points**

The work includes the resolution of a broad range of critical or highly unusual engineering problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer/environmental scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering activities and broad policy issues which involve implementing drinking water core regulations, i.e., arsenic rule, lead & copper rule and the surface water treatment rules, etc.

#### **PERSONAL CONTACTS, Level 6-3 - 60 Points**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials.

#### **PURPOSE OF CONTACTS, Level 7-3 - 120 Points**

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

**PHYSICAL DEMANDS, Level 8-1 - 5 Points**

The work is primarily sedentary, however, site inspections which are generally conducted in hard-hat areas require considerable walking, climbing, stooping, bending, standing, carrying light items such as manuals or briefcases, or driving or traveling by motor vehicle.

Employee will be required to maintain a valid state drivers license and US EPA Enforcement Officer Credentials.

Employee will be required to participate in US EPA medical monitoring and health and safety programs.

The employee must successfully complete 24 hours of classroom safety training and must hold Regional certification that she/he has met this requirement. The employee must take 8 hours of refresher safety training each year.

**WORK ENVIRONMENT, Level 9-1 - 5 Points**

Work is generally performed in an office setting although some field visits may be necessary.

**TOTAL POINTS = 3190**

**Total Points = 3,190: GS-13 (GS-13=3155-3600)**

**Date: 10-11-06**

**Ali**